

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Attendance at Educational Establishments (incl. Staff or Pupils displaying COVID Symptoms)

- Staff, children and young people must stay at home if they:
 - develop symptoms consistent with COVID-19 (new continuous cough or a high temperature or loss of/ change in sense of smell or taste)
 - Have been told by track and trace teams to self-isolate or:
 - Live with someone displaying symptoms
- Consult NHS Inform for further information on what to do next and when to seek further medical advice.
- All school staff are classed as key workers. They and their families can arrange for COVID-19 testing using the following [link](#)
- As part of the 'Test and Protect' approach, pupils' families with symptoms should be encouraged to get tested. They can book a test through the [UK Government Citizens' Portal](#), or by calling 0800 028 2816
- Household members of those with symptoms should follow the guidance for households with possible COVID-19 infection on NHS Inform
- Staff should only return when they are feeling clinically better having completed their self-isolation period or have tested negative.
- Correct COVID-19 absence/SEEMiS Codes must be used to allow tracing of potential cases.
- Schools with two or more confirmed cases of COVID-19 within 14 days should contact Health Protection Team.

K. Robertson (DHT), P. Galloway (Business Manager) or R. McFarlane (Headteacher) to contact Health Protection Team if required.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Tracing

- Establishments will be required to record details of visitors, contractors and other Council staff who come into the building for tracing purposes.
- Seating plans should be in place and registers of attendance maintained.
- Where possible, pupils should sit beside the same person over the school day

Contact details for all visitors to be recorded by school staff and the contact details for contractors to be recorded by SODEXO.

Seating plans should be created in SEEMiS for each class (where possible) and ensure that pupils sit in the same seats when in class. Where classes are shared and it is not possible to have a seating plan in SEEMiS for the same class but in a different room a paper copy should be kept.

Registration must be accurately recorded in SEEMiS each lesson.

Consideration must be given to pupils who need to maintain a 2 m distance between other people.

Covid-19 Symptoms / Reporting

- Ensure a clear mechanism is in place for staff reporting concerns of pupils/staff demonstrating symptoms:
 - Inform a member of staff
 - The member of staff/pupil should avoid contact with others or touching people, surfaces or objects
 - Where possible, go to an area where they can isolate, preferably well ventilated, behind a closed door
 - If well enough, leave directly, accompanied by household member if required. If extremely unwell, call 999 and advise the call handler you are concerned about COVID-19.
- If the symptomatic person requires to be supervised and physical distance cannot be maintained, PPE outlined in Section 4 of the risk assessment pack must be worn.
- For COVID-19 related used PPE, items should be double bagged, placed in a part of the building not used and disposed of in landfill waste after 72 hours

Staff should inform K. Robertson (DHT) or if K. Robertson is unavailable then P. Galloway (Business Manager) about any concerns.

The Family Room (end of ISA1 corridor) has been identified as the location to be used as an isolation room for pupils waiting for a household member to collect the pupil.

The PPE required to deal with the situation will be stored in each faculty. Anyone using the PPE must inform P. Galloway (Business Manager) so that the PPE can be replenished.

Emergency PPE has been allocated to every department.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Environmental decontamination after suspect COVID-19 case (FM Staff)

- Once a possible case has left the premises, the immediate area occupied by the individual e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails.
- Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.
- Once this process has been completed, the area can be put back into use.
- All cloths and mop heads used must be disposed of in double waste bags, stored in an unused area and kept for 72 hours before disposal, following NHS advice where applicable.
- Use a spill kit for blood or body fluid spillage. If not available, place paper towels on top and seek advice from the local health protection team (01592 226435)

Decontamination will be carried out by SODEXO staff following appropriate procedures.

Cleaning protocol developed with Sodexo is included as an appendix to this document.

Clinically Vulnerable and Extremely Vulnerable Pupil and Staff (Shielding)

- Pupils/staff at increased risk should have an individual risk assessment completed and appropriate controls implemented for their return. Follow this link to access a risk assessment for staff: [individual risk assessment](#)
- BAME staff should have an individual risk assessment completed. BAME pupils, staff and families should be involved in decisions about additional protections
- Care plans/Child Risk assessments should be updated with any additional measures

Individual Risk Assessments for staff were finalised during the two INSET days and controls put in place before pupils return to school.

Individual Risk Assessments for BAME were discussed with the pupils and their parents / carers. Individual Risk Assessments for pupils with an increased risk have been completed and their health care plans updated.

Pupils who may need to lip-read are being identified and controls measures are being put in place with regard to the increased wearing of face coverings. This has to be completed no later than 4/9/20.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Physical Distancing – Children and Young people

- Primary school children are not required to physically distance from each other.
- Secondary schools should encourage distancing between young people particularly those in the senior phase.
 - Encouraging young people not to crowd together and discourage physical contact
 - Using halls, libraries and social spaces to promote distancing
 - Spacing between desks and sitting side to side (minimise face to face desks)
 - Organise resources to prevent crowding and minimise classroom movement
 - Alter class sizes where staffing allows.
- Children and young persons should be kept in the same groups where possible and groups should be kept apart including at break.
- Schools should avoid large gatherings like assemblies and reduce movement of groups across different parts of the school estate.
- Activities like singing, talking at volume (theatre performance, playing wind brass instruments) are to be avoided.
- Where mixing has to occur, other measures should be implemented e.g. physical distancing and handwashing
- One way and entry/exit systems should be put in place for busy periods (e.g. start and end of day).

Teachers should maintain a 2 m gap between themselves and their pupils. Teachers should discuss classroom arrangements with pupils on a regular basis. Class furniture has been rearranged to support this.

Pupils face the front where possible.

Timetable designed to ensure pupils in S1 and S2 taught in consistent non-practical & practical sets in almost all subjects.

No year group assemblies will take place.

Registration block removed at start of day as accurate registration must take place every lesson. This has reduced movement throughout the building.

Timetable designed with as many double-periods as possible (S1-S6) to minimise the number of classes a teacher sees in a day and to minimise changeovers/ pupil movement throughout the building.

One-way system (two way when entering the school) to be strictly followed by pupils and staff.

Staggered start to lunch for S1 pupils.

Reduction in school bell frequency to slightly stagger transition between lessons.

S5 and S6 pupils who are in the Assembly Hall or Learning Hub for study or lunch must physically distance as much as possible. Pupils must use the desks and chairs provided and not move them closer to another person.

Timetable designed to ensure pupils in ISA2 are mostly with 1 Teacher per class for the week. Additional rooms have been allocated to accommodate this plan.

Consistent Support Staff with each group to reduce infection risk.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Physical Distancing – Adults

- Two metre distancing should remain in place wherever possible between adults, and between adults and children where possible.
- Staff can operate between class/year groups to allow timetable delivery but 2m distancing should be adhered to
- When interacting face-to-face and for about 15 minutes or more, face coverings should be worn.
- Any adult wishing to wear face protection should be enabled to do so, however, early engagement with local management to carry out a risk assessment may identify an alternative and/or provide reassurance
- Shared staff spaces should be arranged to allow physical distancing
- Facility Management tasks should be organised to reduce person to person contact
- First Aid staff to observe physical distancing as far as possible or wear appropriate PPE outlined in Section 4 of the risk assessment pack
- Staff undertaking personal care should wear PPE as identified in Section 4 of the risk assessment pack or the as per the child's risk assessment

The maximum number of people and arrangements for use of each staff base has been determined by PTCs/teachers and is displayed on the entrance door.

Laptops are available for staff use in the Integrated Support Hub. Staff can work in the ISH and PTC work area beside the ISH.

All staff meetings should ensure 2m physical distancing and Microsoft Teams should be considered as an alternative.

Virtual meetings to be arranged whenever possible.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more) with other adults and/or children and young people, face coverings should be worn (or, in certain limited circumstances, PPE - see section on PPE and other protective barrier measures, below).

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Movements between Establishments

- Movement between schools - of children, and of temporary/ supply/peripatetic staff etc. - should be kept to an absolute minimum.
- Reduced movement applies to (not exhaustive) - student teachers and other professionals (social workers, psychologists, voluntary organisation staff etc) who come in and out of the school estate on an interim basis and move between settings. Every effort should be made to secure these wider inputs through lower risk methods such as digital/virtual means or outdoor settings.
- **Children and young people who move between settings e.g. students who attend other schools/colleges to study particular subjects in the senior phase should have an additional risk assessment carried out (para 60) TBC**

Virtual meetings to be arranged whenever possible.

Pupils who were due to attend Fife College as part of the SCP are participating in online learning instead for the first term, with the exception of Business Management courses where pupils are taught in school by college staff who have completed the appropriate Covid-19 induction programme for staff.

One pupil attends Dunfermline High for a course. He is aware of the protocols for that school and follows them while he is there.

Senior pupils with study periods are encouraged to work from home wherever possible.

Visitors and Parents

- Only essential visitor and contractor access whilst the building is occupied
- Visitors details must be recorded for potential track and trace
- Discourage Parents and Carers from gathering outside the building. Appropriate signage should be displayed to ask parents not to congregate and maintain 2m physical distancing.
- School staff to use door entry systems where appropriate to deal with enquiries to avoid visitors in the school
- Arrangements for parents/carers dropping of children with additional support needs or disabilities should be agreed and communicated

Meetings are arranged online or by phone whenever possible.

Parents and carers are politely requested not to enter the school grounds unless by prior appointment.

Only pupils with Additional Support Needs (ASN) should be picked up and dropped off within the school grounds.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Hygiene Advice to Staff

- All Staff, visitors, young people and children should follow COVID-secure personal hygiene measures
 - Frequent hand washing/sanitising for 20 seconds
 - Avoid touching face
 - Using a tissue or elbow to cough, sneeze
- Ensure adequate and appropriate facilities are available, e.g. that pupils can reach hand soap etc.
- Where handwashing facilities are not immediately accessible then consider provision of alcohol-based hand rub, e.g. at entry/exit points to the school, dining halls etc. Teach all children good hygiene technique and emphasise the importance of putting it into practice.
- Children who experience neglect, younger pupils or those with additional needs may also need support in practising these hygiene measures.
- Hand washing / sanitising should be required for everyone on every entry and exit to/from the school, particularly for pupils who are using school transport
- For all occupants, handwashing should also be encouraged before and after any activity, such as at mealtimes, break times and sporting activities
- Regular reminders and signage should be prominent to build awareness and maintain personal hygiene standards throughout the day

Anti-microbial hand sanitiser stations available at entry/exit points (pupil concourse entry/exit points, dining hall and main reception as well as all classrooms).

Teachers are required to monitor the use of the hand sanitiser and wipes and request replacements from P. Galloway before they run out.

All toilets and classrooms with sinks are stocked with soap and paper towels. These should be checked and replenished on a frequent basis. Teachers should contact janitors as required.

Teachers trained pupils on cleaning routine on entry/exit to classrooms i.e. hand sanitise and use anti-microbial wipe to clean personal workspace and learning equipment. This was reinforced at the pupil induction training sessions.

Teachers and all staff take responsibility for cleaning their own personal workspace and learning equipment.

Wherever possible pupils should use their own IT device as per the BYOD Policy to minimise sharing of IT equipment.

PSA and Teaching Staff will support pupils in ISA2 to ensure enhanced hygiene standards are maintained.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

PPE and Face Coverings

- Staff to be made aware of PPE requirements in Section 4 of the risk assessment pack
- Staff carrying out aerosol generating procedures require FFP3 mask that is face fit tested.
- Type IIR Fluid Resistant Surgical Masks and eye protection are only required for personal care where there is a risk of splashing from body fluids. These requirements should be recorded locally.
- Face coverings required for face to face interactions of more than 15 mins
- Face coverings are not required for children or young people except those clinically advised to wear one.
- Travel escorts should wear face coverings where 2m cannot be maintained
- Staff wishing to wear face coverings in school should be enabled to do so
- Face coverings should be placed inside a plastic bag when not in use to prevent contaminating other surfaces

[The PPE requirements have been updated and are shown at the end of this document.](#)

Pupils will be strongly encouraged to wear a face covering:

- on entry to the building i.e. when they enter their concourse area in the morning
- at all times in corridors (including when going to the toilet)
- in concourse areas/identified wet weather spaces at interval and lunchtime
- in the Dining Hall when queuing, but not when seated
- on school/public transport
- when entering shops in the local community

Staff should wear a face covering where they cannot maintain 2m physical distancing from young people and/or adults and are interacting face-to-face for a sustained period (15 minutes or more)

Pupils were shown a video about face coverings on the afternoon of Friday 28th August and again on the morning of Monday 31st August so that they were informed about how to wear and handle them correctly.

Any member of staff/pupil choosing to wear a mask should be supported to wear one.

Environment Preparedness and Cleaning

- Cleaning protocol in **Section 3 - Cleaning Protocol and Standard** to be implemented.
- Staff should ensure their work areas are tidy, no personal items to be left in areas, resources are in cupboards or on shelves to allow surfaces to be clear to allow for effective cleaning.
- Bags and unnecessary belongings should not be left on worktops/desks
- Remove hard to clean toys and equipment.
- Children should avoid bringing in toys or sharing personal belongings
- Remove shared fabric resources such as lab coats or organise washing regimes that meet national guidance after each use
- Books and resources can be taken home, but sharing should be avoided.
- Library books should be quarantined for 72hrs upon return.
- Shared workspaces cleaned in between by users.
- Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.
- Set clear use and cleaning guidance for toilets to ensure they are kept clean. Ensure toilets have sufficient soap, hand driers are working and paper towels are stocked and available.
- Regular 'pauses' in the staff routine during the day, specifically for handwashing and for cleaning of hard surfaces
- Educational resources to be cleaned using antibacterial wipes by learning space occupants
- Departments to identify specialist equipment (e.g. in practical subjects or for children with additional support needs), sensory rooms etc. and cleaning requirements between uses.
- Regular onsite monitoring of stock and cleaning procedures. Escalate any concerns if required to school or Facilities Management managers.
- Frequent site inspections by Facilities Management staff to observe practice and discuss the programme with school managers.

Staff have been politely requested to ensure all surfaces in their learning environments/staff bases remain clear.

Classroom resources that cannot be cleaned before/after use should not be shared.

Staff are politely requested to keep classroom doors and windows open maintaining a high level of natural ventilation and reminded periodically to do so.

Staff and pupils should use the single stall toilets wherever possible.

In staff multi-stall toilets only the end stalls should be used.

Pupils should be asked to use the single stall toilet closet to the classroom if they require to visit during learning time.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Communication

- Increased clear and regular 2-way communication with staff, trade unions, parents and pupil will be required for all aspects of returning to school, consider mechanisms to support this
- staff and students should be actively engaged in agreeing and establishing new practices and routines
- Systems and processes should be put in place to encourage staff to feel responsible – such as establishing a local team or champion and working collectively to develop local solutions to the behavioural and staff movement problems.

Regular meetings of the Health & Safety Group will be arranged to monitor and review practices and routines.

The School Captains are part of the Health & Safety Group meetings.

Parents/carers are informed by weekly item in the e-bulletin. K. Robertson to provide updates as required.

Staff and pupils encouraged to suggest improvements to practices and procedures.

Travel

- Limit journeys/non-essential travel. Staff should use private vehicles, bikes or walking where possible and not car share unless it is with members of your own household or if the 2m rule can be observed.
- Avoid unnecessary travel on public transport, but wear a face covering if public transport is used
- Staff to consider social distancing when they park their cars and not exit their vehicle if others are close by or park allowing space in-between vehicles.
- Children/young persons are to use dedicated areas on school buses and not areas set aside for members of the public

Staff and pupils are encouraged to walk or cycle to school where possible.

Travel Escorts for ISA2 pupils have been provided with appropriate PPE.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Traffic Management

- Update the traffic management plans as required
- Revisit and promote the school travel plan
- Parents encouraged to park further away from the school and then walk with their children to avoid congestion.
- Consideration should be given to the arrangements for parents of children with complex needs or disabilities, who may normally drop their children off within the school grounds.

The Traffic Management Plan has been updated and is available on the school website.
 Parents and carers have informed that only pupils with ASN should be dropped off or picked up within the school grounds.
 Only parents and carers with a prior arranged appointment should enter school grounds/reception.

Internal Signage

- Appropriate signage in areas being used, staff room, classroom, toilets, dining hall etc in relation to physical distancing & hand washing
- Each staffroom/toilet to have signage advising the total number of people permitted in the room at one time
- Cleaning protocol to be displayed in each area, separate tasks for Staff, e.g. keyboards, white boards/pens, and cleaning staff, e.g. desks, bins

Appropriate signage has been placed in all multi-stall staff toilets. End stalls *only* to be used. A maximum of 2 people in the toilets at any one time.

Reception / Printers

- Intercoms need to be used to reduce visitors coming into the building
- Glazed panels in place where possible, if not, barrier/tape to clearly mark 2m distancing if required
- Minimal cash handling, any payments should be online
- In most cases, only one or two people in the main office enforcing 2m distancing
- Reception staff to fill in the sign in sheet on behalf of the visitor, alternatively sign in sheets, pens will need to be wiped between each visitor's use
- Ensure 2m distancing from all sides of the printer, using barriers, tape or furniture to clearly identify the printer zone.

The Admin and Clerical Team have been dispersed between Reception, the main office and the Integrated Support Hub.
 Printers and photocopiers have been disconnected other than one in the main office, the Business Manager's office, next door to the Business Manager's office, the CDT base, Art & Design & Computing.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Staffroom / Kitchen Facilities

- Staff to utilise their own cutlery/crockery etc, not to be stored in a shared cupboard
- Appliances should be cleaned before and after use, including microwave, kettle, fridge handles, etc
- Staff to maintain 2m distancing so physical capacity will be greatly reduced, possibly as few as 2 staff in some cases. Staggered breaks and reconfiguring layouts will support this.
- Signage to be displayed advising the maximum number of people permitted in the room
- Face coverings could be worn as a further prevention measure

PTCs and staff have agreed and displayed arrangements for their own bases.

Classroom Areas

- Only remove furniture if absolutely necessary to minimise musculoskeletal injuries. Furniture can be used to assist physical distancing for adults if adequately located.
- Ensure sufficient equipment is available for each room/group space.
- Consideration of pupils with additional support needs i.e. hearing induction loops etc

Consideration of room layout: where possible pupils facing front, 2m distance between teacher space and pupils & consideration of pupils with risk assessments & proactive management plans.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Mealtimes / Break times

- Food should not be shared; food should be portioned and there should not be any buffet arrangements.
- Lunch (and break times) venues to be considered, maximise use of all spaces, including outside, classrooms etc.
- Clean the surfaces between sittings.
- Dining room tables should be sufficiently spaced out
- Use outdoor spaces if suitable and available, weather permitting
- Consideration may be given to whether it would be beneficial for pupils to stay in classrooms to eat. This could involve children bringing their own packed lunch or a lunch trolley going around the classes to deliver lunch, as opposed to pupils lining up in a main dining hall.

Dining Hall to provide “grab bags” which will have one cold vegetarian option, one cold non-vegetarian option and a hot meal that can be taken away and eaten elsewhere until October when this will be reviewed.

All food to be eaten outdoors unless very inclement weather in which case a wet weather alternative will be implemented. Each year group has a different wet weather location.

Toilets

- Staff toilets - if a single toilet, the normal engaged/vacant sign is sufficient. If the toilet is larger and has multiple cubicles then every second cubicle/urinal is to be taped off.
- Cleaning of toilets – regular cleaning, not after each visit

Only end cubicles/urinals to be used in staff multi-stall toilets. Where only two stalls/urinals - only one should be used.

All toilets cleaned twice a day.

Enhanced cleaning of all equipment in the Care Suite and for Pupil Aids.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Meetings / Assemblies

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| <ul style="list-style-type: none"> • Large gatherings of pupils/staff are to be avoided e.g. morning assembly or classes grouped together. • Meetings between staff should be conducted at a good distance from each other, if this is not possible, then through video/telecommunications. • Physical contact such as handshakes and hugs should be avoided. | <p>No whole year group assemblies or whole staff meetings.</p> |
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Ventilation

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| <ul style="list-style-type: none"> • Where applicable, the use of ventilation systems should be confirmed with Property Services • The opening of doors and windows, except fire doors, should be encouraged to increase natural ventilation and, also to reduce contact with door handles. • A ventilated space should be available for pupils/staff who become symptomatic to wait in until they can be collected or safely get home. | <p>All windows to be opened where possible and doors wedged open (except fire doors)</p> <p>The Family Room (ISA1) is to be used if pupils or staff become symptomatic and require isolation.</p> |
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Review of Fire Risk Assessment

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| <ul style="list-style-type: none"> • Review staff member roles, e.g. staff may be absent • Review existing PEEP or requirements for pupils or staff with additional requirements/disabilities to ensure a safe plan is in place • Timing of fire drills to be considered to capture most/all pupils, if pupils attend on a rota the fire drill will need scheduled for different days. • If the layout of facilities is changed temporarily, and/or circulation routes or entry/exit points are altered, consideration should be given to evacuation procedures (e.g. in the event of a fire or other incident). • Review muster points to maintain 2m physical distancing between groups. | <p>Emergency Evacuation Policy has been updated. K. Robertson. Copy on website.</p> <p>Pupils were made aware of their assembly location during their induction lesson.</p> |
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Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

Fife Council Control Measures

Queen Anne High Specific Control Measures

Staff wellbeing and Professional Learning Support

- Staff will need time to re-connect, to meet, talk and 'check in' with each other.
- Should communicate extensively with their staff to ensure that they are clear and confident in implementing the required public health measures and processes in advance of settings reopening.
- Practitioners may find it valuable to access support for their mental health – this could be with immediate colleagues or through the Directorate’s staff wellbeing strategy – refer to resources on FISH

Time was provided for faculties to meet over the two in-service days.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

What are the additional specific risks associated with this activity that differ or aren't already covered by the Risk Assessment above? Adapt content below as required: Consider Staff, Activity, Group and Environment.	Describe what control measures will you use to manage these additional specific risks
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Reception arrangements – handling cash, physical distancing, signing in procedures (frequent use of the same pen, location of the desk), general access to reception/office areas for photocopying etc., encouraging visitor/parental/carer prior appointments	Online payments wherever possible. 2m physical distancing at reception (a row of desks run along the underside of the reception counter to physically enforce this boundary). Parent/carer access to reception by prior appointment only (politely requested). Signage to display this on entrance doors. Admin Team dispersed between main office, BMs office and Learning Hub to provide increased space and sustainability of provision in the case of a positive test.
Community Access arrangements, if applicable/available – additional risk assessment to bolt on to the above.	No community access from now until Oct.
Provision of drinking water throughout the day (e.g. allocated slots for each class under supervision)	All pupils advised via a posted letter home to bring a full water bottle to school to reduce impact on water stations.
Cleaning arrangements - Times cleaners will be in the building, scope of work standards agreed – core (per the cleaning guidelines) and enhanced, locations within the building to be cleaned, including classroom sinks, assess the impact of cleaning arrangements on the operation of childcare services and other users.	Cleaning schedule provided by Sodexo and attached to Risk Assessment as an appendix.
Catering provision for pupils – management of queues, staff access, menu options tailored to meeting allergies and dining arrangements, set up and clear up, consideration of layout and spaces to be used, hand washing/sanitising, access to the outdoors	S1 to be released 10 minutes before rest of school as main users of the Dining Hall. Staggered lunch. Grab bags only until Oct when will be reviewed to speed up pupil movement through queue. Grab bags now include a hot meal option. Food to be eaten outside and all pupils to remain outside at interval and lunch. Severe wet weather plan as back up. Each year group has a different eating area. 24 Outdoor picnic tables have been ordered to increase outdoor seating areas.
Janitorial Support – agreed times of Janitor being in attendance, scope of work and priorities defined, back up arrangements if no janitor on site.	Promoted staff and volunteers support supervision.
School staffroom – arrangements for access to kitchen space, describe restrictions on numbers who can use the space, changes to layout, cleaning of cooking equipment, ventilation, staggered use.	PTCs and staff have agreed protocols for their own staff bases and this is displayed on doors.

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

<p>What are the additional specific risks associated with this activity that differ or aren't already covered by the Risk Assessment above? Adapt content below as required: Consider Staff, Activity, Group and Environment.</p>	<p>Describe what control measures will you use to manage these additional specific risks</p>
<p>Physical distancing and directional signage – should be tailored to the school, particularly at the main entrance for visitors and entry points to the site, pupil entry and exit points, corridors and break out space, encourage one-way systems where possible, use of hazard tape</p>	<p>QAHS one-way system signage is clear and was reinforced at pupil induction training sessions.</p> <p>2m physical distancing signage for adults at entrance to school.</p>
<p>Identification of 'higher risk' areas such as changing rooms and 'pinch points'. Address specific considerations here relating to physical distancing and cleaning</p>	<p>PE department supported in arrangements for changing rooms.</p> <p>Other pinch points such as concourse entry/exit points are monitored. The S6 social space was opened as an entry/exit point for S6.</p> <p>The Dining Hall is not regarded as a safe environment for the volume of pupils within the COVID19 context so pupils to be directed through this area as quickly as possible (grab bags only). Food to be eaten outside.</p> <p>S1 pupils who purchase a grab bag at lunchtime are permitted to eat at tables in the central area of the Dining Hall during extreme weather.</p>
<p>Signage for learners – should be age and context appropriate, visible where essential</p>	<p>One way/movement system signage.</p> <p>2m physical distancing for adult's signage in adult only areas. Available for staff bases and main entry reception.</p> <p>Teachers encouraged to display hygiene routine instructions in classes.</p>
<p>Supervision and engagement to build confidence in physical distancing (through staff meetings, assemblies and observation)</p>	<p>SLT and PTCs to model good practice of 2m physical distancing through organisation of meetings.</p> <p>No whole year group assemblies.</p> <p>No whole staff meetings.</p>
<p>Toilet etiquette – minimise occupants, door signage, identifying cubicles, sinks and urinals to be marked off as out of use</p>	<p>End cubicle use only on multi-stall toilet blocks. Wherever possible single stall toilets to be used in first instance.</p>

Queen Anne High School Covid-19 Risk Assessment: Version 3.0, September 16th 2020

<p>What are the additional specific risks associated with this activity that differ or aren't already covered by the Risk Assessment above? Adapt content below as required: Consider Staff, Activity, Group and Environment.</p>	<p>Describe what control measures will you use to manage these additional specific risks</p>
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<p>Classroom layouts – remove soft furnishing, maximise floorspace through consolidating storage and placing units against the wall, identifying furniture not to be used (to be retained in the room as far as possible)</p>	<p>Pupils to face front wherever possible. Seating plans essential and must be recorded in SEEMiS to support tracing should there be a positive case. Where classes are shared between teachers a paper copy of the seating plan must be retained. Teachers reinforce 2 m physical distancing between teacher and pupil and seek pupil understanding and support. This is to maintain a safe environment for all. No materials to be stored on classroom surfaces and resources that cannot be cleaned should not be shared.</p>
<p>Administration of medication procedures are refreshed to reduce risks to staff and pupils as far as possible, include advice from the Specialist nurse team and School Nursing Service in place (for special schools) as appropriate</p>	<p>As per pupil support protocols and pupil proactive management plans.</p>
<p>Fire risk assessment and evacuation plan – ensure these reflect any fundamental adaptations to how the building will be used and changes are communicated to staff.</p>	<p>K Robertson will continue to modify all H&S policies in-line with the most up-to-date guidance such as Traffic Management Plans, Emergency Evacuation and Contingency Resilience plans as required and these will be available on the school website. K. Robertson will also update parents and carers via the weekly e-bulletin to the community as required.</p>
<p>Childcare Services – agreement on space and facilities used, access points in and out of the building and use of outdoor spaces etc. to comply with physical distancing and hygiene protocols</p>	<p>All by prior appointment.</p>
<p>Management of ventilation in the building to ensure flow of air at all times</p>	<p>Windows and doors to be open wherever possible to maximise natural ventilation: classrooms and corridors. Pupils and staff encouraged to wear warmer clothing as a result.</p>

Additions to previous Risk Assessment

PPE Requirements Updated

The types of PPE required in specific circumstances are set out below:

- **Routine activities:** No PPE is required when undertaking routine educational activities in classroom or school settings.
- **Suspected COVID-19:** A fluid-resistant surgical mask should be worn by staff if they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.
- If the child or young person who has become unwell with symptoms of COVID-19 needs direct personal care, gloves, aprons and a fluid-resistant surgical mask should be worn by staff.
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.
- **Intimate care:** Gloves and aprons should continue to be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.
- Fluid-resistant surgical masks and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

Additions to previous Risk Assessment

Updated Health Protection Advice

All staff working in and with schools, along with the children and young people in their care, should be supported to follow up to date health protection advice on household or self- isolation and Test and Protect procedures if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the virus. Guidance on this is available from NHS Inform, Parent Club and gov.scot. The National Clinical Director has also written an open letter to parents and carers providing guidance on how COVID-19 symptoms differ from those of other infections circulating at this time of year. Some of the key points to ensure that children, young people and staff are aware of are as follows:

- It is essential that people do not attend school if symptomatic. Everyone who develops symptoms of COVID-19 – a new, continuous cough; fever or loss of, or change in, sense of smell or taste - should self- isolate straight away, stay at home and arrange a test via the appropriate method (see below).
- People who live in the same household as a person with symptoms should also self-isolate straight away and stay at home. Only those developing symptoms should be tested. There is no need for other members of the household to have a test, unless they are also symptomatic. If the test result for the symptomatic person is negative, and they are not already isolating as a ‘close contact’ of a confirmed case, they can end isolation and return to work or school when they are well enough and have not had a fever for 48 hours assuming also that they are not quarantining for foreign travel reasons. The rest of their household can end isolation straight away.
- School staff who opt to undertake asymptomatic testing do not need to self-isolate while awaiting results.
- If the test is positive, the symptomatic person must remain in isolation until 10 days from symptom onset, or longer if symptoms persist. They must otherwise be well and remain fever-free for 48 hours without medication. The rest of the household should remain in isolation for 14 days from symptom onset in the symptomatic person, even if they don’t have symptoms themselves.
- Everyone who tests positive for COVID-19 will be put in touch with the local contact tracing team so that other close contacts can be identified. All close contacts who are in the same household as confirmed cases will be asked by Test and Protect to self-isolate for 14 days from symptom onset in the symptomatic person. Contacts from outside the household of the confirmed case will be asked to self-isolate at home for 14 days from the date of last exposure to the case.
- Everyone who has been asked to self-isolate by Test and Protect as close contacts of confirmed cases must continue to self-isolate for 14 days, even if they have a negative test result.
- Unless otherwise advised by Test and Protect or local Incident Management Teams, where children, young people or staff do not have symptoms but are self-isolating as a close contact of person who is a confirmed case, other people in their household will not be asked to self-isolate along with them.

Additions to previous Risk Assessment

Testing

Unless staff are symptomatic or are advised to get a test by a healthcare professional, then testing is not a requirement. However, if members of school staff are concerned that they have been at risk from infection, then they may request a test whether or not they have symptoms. Staff should make such requests via their local authority employer, who can book a test for them using the employer portal .

Returning to Scotland from Abroad

The Health Protection (Coronavirus) (International Travel) (Scotland) Regulations 2020 require all those returning to Scotland from non-exempt countries to self-isolate at home or another appropriate location for 14 days. Those self-isolating should not go out to work or school or visit public areas. The list of exempt countries is kept under constant review, and schools and local authorities should ensure they are familiar with the most up to date list.

Procedures for Outbreak Management

The procedures for outbreak management are well established. Public Health Scotland now ask that if there is either a single confirmed (test positive) case of COVID-19 or *any* suspicion that there may be an outbreak of cases in a setting (e.g. an increase in background rate of absence due to suspected or confirmed cases of COVID-19), schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice. Note that settings with increased rates of respiratory illness should also be alert to the possibility that this could be due to COVID-19 and contact their local HPT for further advice.

Physical Activity and Sport

Opportunities to participate in physical activity and sport have the potential to enhance children and young people's mental and physical wellbeing and will support children and young people to lead healthy, active lifestyles now and in the future. Guidance has been prepared by Education Scotland and physical education practitioners to assist with decision-making and the safe implementation of timetabled physical education. The COVID-19 Advisory Sub Group on Education and Children's issues has published advice on PE in schools. Guidance on organised outdoor sport for children and young people should also be considered when planning and preparing for physical activity and sport.